

IMPLEMENTATION SUMMARY

1. Determine if the position meets the requirements outlined in the AUO Guidelines, paragraph 1.
2. Establish a 13-week start-up period to establish initial eligibility and rate determination.
3. Supervisor and employee will establish the administration work week.
4. Each pay period, employees will prepare Form 9260-12, AUO Report, and submit it, along with their daily patrol log, Form 9260-15, to the supervisor for review.
5. Supervisors will carefully review for accuracy and sign to indicate approval.
6. At the end of the 13-week period, the supervisor will calculate the appropriate percentage, utilizing the AUO Calculation Worksheet (attachment 1 to the AUO Guidelines), for each employee.
7. An SF-52 must be submitted to Human Resources to initiate AUO.
8. After the initial evaluation, employees must continue to submit appropriate reports each pay period. These will be used for annual certification.
9. Supervisors are expected to conduct periodic reviews of the use of AUO to identify opportunities for reducing AUO through appropriate administrative alternatives.
10. At the end of each fiscal year, annual reports of AUO for each employee must be submitted to the Special-Agent-In-Charge (SAC).

REMINDER: Only Field Managers in NorCal and CenCal and the CDD District Manager have approval authority.